

22-550-1  
REV. 7/86

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. C-606

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RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY		DIVISION
Item No.	Description	Retention
ANNE ARUNDEL COUNTY DEPT. OF UTILITIES      ADMIN/FINANCE BUREAU      FINANCE DIVISION-METER SHOP		
1.	<u>ADMIN/FINANCE...Finance (Meter Shop)</u>  <u>GENERAL FILE</u> The General file is composed of correspondence, inter-office memos, reports relating to the following: Meter Readings, Personnel, subdivisions for meter installation, companies and corporations, Fire hydrant permits, maps, etc. Files date from January, 1983 to present.	RECOMMENDATION: RETAIN FIVE YEARS, THEN DESTROY.
2.	<u>SERVICE ORDERS</u> Requests for final readings, re-reads, turn-offs, and turn-ons. Service Orders are prepared in the billing department and in the meter shop. Yellow copies are retained in the meter shop. Files date from January, 1986 to present.	
3.	<u>METER CHANGE ORDERS</u> Meter Change Orders are prepared in the meter shop. Pink copies are filed monthly in the meter shop. Meter changes are requested for fuzzy dials and old aged meters. Files date from January, 1985 to present.	
4.	<u>METER NUMBER BOOK</u> Meter number sheets are prepared in the billing department. The sheets give meter number, account number, lot and block number and address. Files are dated August 1986 to present.	

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by

9-11-87  
Date

Signature

Title

Date

State Archivist

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

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Item No.	Description	Retention
5.	<p><u>PURCHASING/FINANCE</u> Copies of Purchasing Documents, requisitions, etc., and invoices processed for payment. Purpose is to be able to easily access back up information when problems arise with ordering of supplies and materials and equipment or in the payment of invoices to check authorization for payment has been processed. Also used for back up supporting documentation for budgetary matters.</p>	<p>RECOMMENDATION: RETAIN CURRENT FISCAL YEAR AND ONE PRIOR FISCAL YEAR, THEN DESTROY, UNLESS INCOMPLETE.</p>